भारतीय प्रशासनिक सेवेतील
अधिका-यांना रजेतील प्रवास
सवलत.

महाराष्ट्र शासन,
सामान्य प्रशासन विभाग,
परिपत्रक क्रमांक भाप्रसे २१८७/४०२९/९,
मंत्रालय, मुंबई ४०० ०३२, दिनांक ११ जुलै १९८८.

प रि प त्र क

भारतीय प्रशासन सेवेतील अधिका-यांना रजेतील प्रवास सवलतीचा लाभ [Leave Travel Concession] दोन कारणाकरिता उपभोगता येतो [१] स्वग्रामी [Home Town] व [२] भारतात कुठेही जाण्याकरिता [Any where in India]स्वग्रामी जाण्याकरिता रजेतील प्रवास सवलत दोन वर्षातून एकदा व भारतात कोठेही जाण्याकरि चार वर्षातून एकदा या प्रमाणे उपभोगता येते.

२. राज्य शासनाच्या कर्मचा-यांना फक्त स्वग्रामी जाण्याकरिता दोन वर्षातून एकद रजेतील प्रवास सवलत उपभोगता येते. केंद्र शासन व राज्य शासनाच्या स्वग्रामी जाण्या असलेल्या रजेतील प्रवास सवलतीच्या गट वर्षात फरक आहे. केंद्र शासनाची गट वर्षे सम [Even] सालापासून सुरु होत असून ती १९५६-५७ या गट वर्षापासून सुरु करण्यात आ आहेत, तर राज्य शासनाचे गट वर्ष विषम [Odd] सालापासून सुरु होत असून, ती १९६३-६४ या गट वर्षापासून सुरु करण्यात आली आहेत. भारत प्रशासन सेवेतील अधिक हे केंद्र शासनाचे कर्मचारी असल्यामुळे त्यांनी वरील स्वग्रामी जाण्यास देय असलेली रजेती प्रवास सवलत केंद्र शासनाच्या गट वर्षाप्रमाणेच उपभोगावयास पाहिजे.

३. भारत प्रशासन सेवेतील अधिका-यांनी स्वग्रामी व भारतात कुठेही जाण्याकरिता रजेतील प्रवास सवलतीचा लाभ घेतांना वरील दोन्ही सवलती अलग अलग गट वर्षामध्ये आवश्यक आहे. उदा: एखाद्या अधिका-याने जर १९८६-८७ या गट वर्षात रजेतील प्रवास सवलत, स्वग्रामी जाण्यास उपभोगली असेल तर त्याला भारतात कुठेही जाण्याची रजेती प्रवास सवलत, भारतात कुठेही जाण्याचे चार वर्षाचे सध्याचे गट वर्ष १९८६-८९ असे अस मुळे, १९८८-८९ या गट वर्षीच्या रजेतील प्रवास सवलती उपभोगता येईल. तसेच जर एख अधिका-याने चार वर्षातून एकदा भारतात कुठेही जाण्याच्या रजेतील प्रवास सवलतीचा एका गट वर्षात घेतला असेल, तर सदर रजेतील प्रवास सवलत त्यावेळी त्या कर्मचा-यास स्वग्रामी जाण्यास देय असलेल्या रजेतील प्रवास सवलतीसोबत समायोजित [Adjust करावी लागते.

संबंधित अधिका-यांच्याबाबतीत वरीलप्रमाणे व रजेतील प्रवास सवलतीबाबत इतर आ आवश्यक असलेली माहिती उपलब्ध नसल्यास, त्या अधिका-यांने विनंती केल्यास, नजर चुकीने त्याला रजेतील प्रवास सवलत देय नसतानासुध्दा मंजूर होण्याची शक्यता आहे.

शामसु-रोटा-साप्रवि-एच-३३४[१,२००-८-८८]-१

अधिका-यांना रजेतील प्रवास सवलत मंजूर करण्यापूर्वी, त्यांच्या रजेतील प्रवास सवलती-बाबत शासनाकडे संबंधित अधिका-याने रजेतीलप्रवास सवलतीचा लाभ केव्हा घेतला होत वरील सवलत त्याने राज्य शासनाच्या गट वर्षाप्रमाणे किंवा केंद्र शासनाच्या गट वर्षा-प्रमाणे उपभोगली होती इत्यादीची माहिती उपलब्ध असणे आवश्यक आहे. तेव्हा सर्व भारत प्रशासन सेवेतील अधिका-यांना, त्यांनी रजेतील प्रवास सवलत उपभोगण्यास परवानगी मिळविण्यास अर्ज करतेवेळी, अर्जासोबत या परिपत्रकातील परिशिष्ट "अ" येथे असलेल्या विवरणपत्रात नमूद केल्याप्रमाणे माहिती पाठविणे आवश्यक राहील.

४. भारत प्रशासन सेवा संवर्गातील अधिका-यांनी या नंतर नियमित रजेच्या काला-धीत रजेतील प्रवास सवलत उपभोगावयाची असेल तर, रजेचा अर्ज व परिशिष्ट "अ" येथे विवरणपत्रात आवश्यक असलेली माहिती सामान्य प्रशासन विभाग, मंत्रालय, मुंबई यांना पाठवावी.

५. रजेतील प्रवास सवलत नैमित्तिक रजेच्या कालावधीत उपभोगावयाची असेल तर खाली नमूद केलेल्या पदावरील अधिका-यांनी त्यांच्या पदासमोर नमूद केलेल्या पदावर अधिका-यास त्या रजेच्या संबंधित अर्ज व परिशिष्ट "अ" येथे नमूद केलेल्या विवरणपत्रा-प्रमाणे माहिती सादर करावी व अर्जाची प्रत व परिशिष्टाची प्रत सामान्य प्रशासन विभाग, मंत्रालय, मुंबई यांना पाठविणे आवश्यक राहील.

पद	प्राधिकारी
[१] अपर मुख्य सचिव, विशेष सचिव, सचिव, अपर सचिव	मुख्य सचिव
[२] विभागीय आयुक्त	महसूल सचिव
[३] विभागीय अपर आयुक्त [भारत प्रशासन सेवेतील अधिकारी असतील तर]/जिल्हाधिकारी/अपर जिल्हाधिकारी	विभागीय आयुक्त
[४] मुख्य कार्यकारी अधिकारी, जिल्हा परिषद	विभागीय आयुक्त
[५] सहायक जिल्हाधिकारी/परिविक्षाधीन सहायक जिल्हाधिकारी	त्या त्या जिल्हयाचा संबंधीत जिल्हाधिकारी
[६] मंत्रालयात कार्यरत असलेल्या अपर मुख्य सचिव, विशेष सचिव, अपर सचिव व सचिव सोडून इतर भारत प्रशासन सेवेतील अधिकारी	ते ज्या विभागाच्या आस्थापनेवर कार्यरत असती त्या त्या विभागाचे सचिव
[७] केंद्र शासनाकडे प्रतिनियुक्तीवर असलेल्या भारत प्रशासन सेवेतील अधिकारी सोडून, महाराष्ट्र शासनाच्या अधिपत्याखालील असलेल्या महामंडळ तसेच महानगरपालिका व शासनाच्या इतर उपक्रमावर प्रतिनियुक्ती-वर असलेल्या अधिका-यांनी	त्यांचे महामंडळ/शासनाचे उपक्रम/ महानगरपालिका वगै ज्या विभागाच्या प्रशासकी नियंत्रणेत येत असतील त्या विभागाचे सचिव.

एच-३३४[१,२००-८-८८]-१अ

६. केंद्र शासनाकडे प्रतिनियुक्तीवर असलेल्या भारत प्रशासन सेवेतील अधिका-यांना वरील तरतूद लागू नाही. परंतु त्यांना प्रतिनियुक्तीवरुन परत आल्यानंतर रजेतील सवलत उपभोगण्याच्या वेळेस परिशिष्ट "अ" येथे नमूद केलेल्या विवरणपत्रात माहिती आवश्यक राहील.

७. रजेच्या कालावधीत, सर्व भारत प्रशासन सेवेतील अधिका-यांना रजेतील प्रवास सवलत सामान्य प्रशासन विभाग, मंत्रालय, मुंबई यांच्यातर्फे मंजूर करण्यात येईल. तसे जिल्हा परिषदेच्या मुख्य कार्यकारी अधिका-यांना जरी "स्थायी समितीने रजा मंजू असली, तरी सदर रजेच्या कालावधीत रजा प्रवास सवलत उपभोगण्याची परवानगी प्रशासन विभाग, मंत्रालय, मुंबई यांच्यातर्फेच मंजूर करण्यात येईल.

८. रजा प्रवास सवलत मंजूरी आदेशाची एक एक प्रत महालेखापाल-१, २ व अधि लेखा अधिकारी, मुंबई, संबंधित कोषाधिकारी व संबंधित अधिकारी, अधिकारी ज्या ठिकाणी कार्यरत असेल त्या कार्यालयास/विभागास यांना पाठविणे आवश्यक राहील.

९. भारत प्रशासन सेवेतील अधिका-यांना, वर परिच्छेद ५ येथे नमूद केल्याप्रमाणे नैमित्तिक रजा मंजूर करण्याचे अधिकार, ज्या प्राधिका-यांना दिले असतील, त्या प्राधिका-यांनी संबंधित अधिका-यांच्याबाबतीत नैमित्तिक रजेच्या कालावधीत रजेत प्रवास सवलत उपभोगण्यास परवानगी देण्याबाबतचे आदेश निर्गमित करणे आवश्यक राह त्याची एक प्रत प्रत्येकी, महालेखापाल-१ व २, अधिदान व लेखा अधिकारी, संबंधि जिल्हा कोषागार अधिकारी, संबंधित कार्यालय, संबंधित अधिकारी व सामान्य प्रश विभाग, मंत्रालय, मुंबई यांना पाठविणे आवश्यक राहील.

१०. सामान्य प्रशासन विभाग, मंत्रालय, मुंबई व ज्या ज्या अधिका-यांना रजेत प्रवास सवलत मंजूर करण्याचे अधिकार दिले आहेत अशा सर्व अधिका-यांनी संबंधित अ का-यास रजेतील प्रवास सवलत देय आहे किंवा नाही, हे त्यांनी रजेतील प्रवास सव मिळण्याबाबत केलेल्या अर्जासोबत जोडलेल्या विवरणपत्रातील माहिती व त्यांनी त्य उपभोगलेल्या रजेतील प्रवास सवलती संबंधित कार्यालयात उपलब्ध असलेली माहिती त पाहिल्यानंतरच रजेतील प्रवास सवलत मंजूर करण्यास परवानगी द्यावी. परिशिष्ट येथे नमूद केलेल्या विवरणपत्रात माहिती दिल्याशिवाय परवानगी देऊ नये. तसेच महालेखापाल-१ व २ तसेच अधिदान व लेखा अधिकारी यांनी सुध्दा त्यांच्या त्यां कार्यालयात उपलब्ध असलेल्या माहितीवरुन संबंधित अधिका-यास रजेतील प्रवास सव आहे किंवा नाही हे पडताळून पाहावे व देय नसल्यास त्वरित शासनाच्या निदर्शन आणून द्यावे.

११. सामान्य प्रशासन विभाग, मंत्रालय, मुंबई, महालेखापाल-१ व २, अधिदा लेखा अधिकारी, मुंबई व ज्या ज्या अधिका-यांना रजेतील प्रवास सवलत मंजूर करण अधिकार दिले आहेत, अशा सर्वांनी संबंधित अधिका-यांच्याबाबतीत रजेतीलप्रवास सवलतीचा तपशील [Record] ठेवावा व शासनाने तसा तपशील सादर करण्यास सांगितल्यास तो त्वरित शासनाला सादर करावा.

१२. रजेतील प्रवास सवलती संबंधित असलेल्या नियमांची माहिती व ठळक वैशिष्टये संक्षिप्त स्वरुपात परिशिष्ट "ब" येथे दिली आहेत.

१३. हे परिपत्रक वित्त विभागाच्या सहमतीने व त्या विभागाच्या अनौपचारिक संदर्भ क्रमांक ४६२/८८/सेवा-५, दिनांक १७ जून १९८८ अन्वये निर्गमित करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

सतिश त्रिपाठी,
सह सचिव, महाराष्ट्र शासन.

प्रति

[१] राज्यपाल यांचे सचिव,
[२] मुख्य मंत्र्यांचे सचिव,
[३] मुख्य सचिव/अपर मुख्य सचिवांचे स्वीय सहाय्यक,
[४] महालेखापाल-१ [लेखा परीक्षा], महाराष्ट्र, मुंबई,
[५] महालेखापाल-२ [लेखा परीक्षा], महाराष्ट्र, नागपूर,
[६] महालेखापाल-१ [लेखा व हकदारी], महाराष्ट्र, मुंबई,
[७] महालेखापाल-२ [लेखा व हकदारी], महाराष्ट्र, नागपूर,
[८] अधिदान व लेखा अधिकारी, मुंबई,
[९] निवासी लेखा परीक्षा अधिकारी,
[१०] सर्व जिल्हा कोषागार अधिकारी,
[११] सर्व विशेष सचिव, अपर सचिव व सचिव, मंत्रालय, मुंबई,
[१२] सर्व विभागीय आयुक्त,
[१३] सर्व जिल्हाधिकारी,
[१४] सर्व जिल्हा परिषदांचे मुख्य कार्यकारी अधिकारी,
[१५] महसूल व वन विभाग/फ-७ शाखा, मंत्रालय, मुंबई,
[१६] गृह विभाग/पोल-१, मंत्रालय, मुंबई,
[१७] वित्त विभाग/सेवा-५, मंत्रालय, मुंबई,
[१८] सामान्य प्रशासन विभाग, कार्यासन क्रमांक-१०, मंत्रालय, मुंबई,
[१९] इतर सर्व मंत्रालयीन विभाग,
[२०] महाराष्ट्र राज्य सेवा संवर्गातील भारत प्रशासन सेवेतील सर्व अधिकारी,
[२१] महाराष्ट्र राज्यातील संबंधित वैधानिक आणि सार्वजनिक उपक्रम,
[२२] निवड नस्ती.

एच-३३४[१,२००-८-८८]-२अ

परिशिष्ट "अ"

रजेतील प्रवास सवलत उपभोगण्याची परवानगी मिळण्याबाबतचा अर्ज

[१] अधिका-याचे नाव:

[२] पदनाम:

[३] वरील पद ज्या ठिकाणी धारण करीत असतील त्या कार्यालयाचे नाव:

[४] सेवेत रुजू होण्याचा दिनांक:

[५] सध्याचे वेतन:

[६] घोषित केलेल्या स्वग्रामाचे नाव:

[७] सेवापुस्तकातील नोंदीप्रमाणे/ अधिका-याने घोषित केल्याप्रमाणे स्वग्राम कायम आहे का?

[८] रजेतील प्रवास सवलत स्वग्रामी जाण्यास उपभोगावयाची आहे की भारतात कुठेही जाण्याकरता - त्या ठिकाणाचे नाव:

[९] वरील रजेतील प्रवास सवलत कोणत्या गट वर्षाकरिता उपभोगावयाची आहे ते गट वर्ष तसेच मुदतवाढ व सवलत उपभोगण्यात येत आहे का?

[१०] स्वग्रामी जाण्यास व भारतात कुठेही जाण्यास याआधी उपभोगलेल्या रजेतील प्रवास सवलतीचे गट वर्ष. तसेच मुदतवाढीत सवलत उपभोगण्यात आली होती का?

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[११] वर अनुक्रमांक ८ मध्ये नमूद केलेली सवलत अनुक्रमांक ९ मध्ये नमूद केलेल्या गट वर्षाकरिता कुटुंबातील व्यक्तीने..या पूर्वी उपभोगलेली आहे का? असल्यास, त्यांची नावे व वय, नाते व रजा प्रवास सवलतीचा कालावधी:

[दिनांक ते

दिनांक]

[१२] वरील सवलत आता कुटुंबातील कोणकोणत्या व्यक्तींना उपभोगावयाची आहे, त्यांची नावे, नाते व वय:

[१३] रजेचे स्वरूप व कालावधी:

[१४] प्रवासाकरिता अनुज्ञेय वर्ग:

[१५] नजिकच्या मार्गाने प्रवास खर्चाचे देयक सादर करण्यात येणार आहे का?

I - SCOPE

1. The salient features of the scheme are :

a) Family - The concession will cover self and family.

b) Minimum Service - The concession is admissible to all Government servants who have completed one year of continuous service on the date of journey.

c) During Leave only - The concession can be availed during regular/casual/special casual leave or vacation; but it cannot be availed during the week-end or any other period of holidays alone.

d) During Maternity leave - The concession can be availed during maternity leave also.

e) During LPR also - The concession can be availed during LPR, provided the return journey is completed before the expiry of leave.

2. Home Town concession - The concession to home town is allowed once in a block of two calendar years. The block is counted from 1956-57 and the current block is 1988-89. However, a Government servant (married or unmarried)who has his family living away from his headquarters, can avail this concession for himself alone every year, if he forgoes the eligibility for his family. In such cases, he and his family will lose the right of LTC to anywhere in India.

3. Home-Town outside India - In such cases, the assistance will be admissible up to the Indian Railway Station or port nearest to his hometown.

4. Concession to visit any place in India - Admissible once in a block of four calendar years. The first block was 1974-77 and the current block is 1986-89. This concession is in lieu of one of the two hometown concessions available during the block of four years.

5. Any place in India - Any place in India will cover any place in the main land or overseas, i.e. A & N Islands, L & M Islands, etc., including the hometown of the Govt. servant.

6. Reimbursement - Both in respect of journeys to 'Home-town' and 'any place in India', the Government will reimburse 100% of the to and fro fare by rail/road/steamer as per the entitlements of the Government servant.

7. Shortest direct route - The Government's assistance will be limited to the fare by the shortest direct route calculated on a through ticket, basis, irrespective of the fact whether the journey was performed by shortest or any other route.

8. Government servant residing away from Headquarters - When a Government servant is forced to reside at a place away from his headquarters for any reason, he can avail LTC from the place of residence but the reimbursement will be restricted to the amount admissible from the duty station to hometown/place visited, as the case may be.

9. Combination with tour or transfer. - The concession can be combined with journeys on tour or transfer.

10. Not admissible to - The concession is not admissible to :

(i) a Government servant under suspension; hower, his family can avail the concession.

(ii) Government servant who proceeds on leave but resigns his post without returning to duty.

11. Advance - Advance upto 90% of the probable amount of reimbursement can be granted.

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II - DEFINITIONS

1. Family - The term 'family' shall have the same meaning as for purpose of Travelling Allowance on transfer.

2. Home - The term 'Home' means the permanent home-town or village as entered in the Service Book or other appropriate official record of the Government servant concerned, or such other place as has been declared by him, duly supported by reasons, such as ownership of immovable property, permanent residence of near relatives, etc.,at the place where he would normally reside but for his absence from such a station for service in Government.

3. Once in a period of two calendar years - The expression "once in a period of two calendar years" means once in each block of two calendar years starting from the year 1956. Thus the concession on the first occasion is admissible during the block of two consecutive calendar years 1956 and 1957. The concession on subsequent occasions will be admissible at any time during the blocks1958 and 1959, 1960 and 1961, and so on.

4. Once in a period of four calender years - The expression means once in a period of four calendar years beginning from the calendar year 1974. Thus the concession on the first occasion is admissible during the block of four consecutive years 1974-77 and on the subsequent occasions at any time during the block 1978-81, 1982-85 and so on. The current block is 1986-89.

5. Shortest Route - The term 'shortest route' under the scheme is given the same interpretation as recognised for travel on duty.

6. Entitled class of accommodation - The class of accommodation is decided by the class to which a Government servant is entitled at the time the journeys are undertaken.

III - EXTENT OF APPLICATION

1. Members of All India Services - They will be entitled to the concession in the same manner and subject to the same conditions as applicable to officers of Central Civil Services, Group 'A'.

2. Re-employed Officers - Re-employed officers will be eligible for the concession on completion of one year's continuous service and subject to the conditions laid down. But in the case of re-employment immediately aft retirement, the period of re-employed service may be treated as continuous with the previous service for the purpose of leave travel concession and the concession allowed for the re-employed period (provided the travel concession would have been admissible to the re-employe officer, had he not retired but had continued as a serving officer), e.g. if an officer has availed of the concession to visit any place in India in respect of a block of four years before his retirement and he is re-employed without any break, he cannot avail this concession till the expiry of the particular block of four years.

IV - FAMILY

1. Government servant and family as independent units - T family members need not accompany the Government servan or even travel in the same calendar year in which the Government servant travels. The family members will ge the concession independently whether the Government servant avails it or not. The members of the family of a Government servant may either travel together or separately in different groups as may be convenient to them. Where they travel in different groups, at different times, reimbursement of expenditure may be allowed in respect of each group provided the journey i performed during the currency of the block in respect o which the first group performed its journey. For examp for the block 1986-87, if one group performs outward journey some time in 1986, the last group can perform i outward journey any time up to 1988. The return journe of each group must be completed within six months from the date of commencement of the outward journey by that group. This condition may be relaxed in special cases by Heads of Departments.

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2. Government servant and/or member(s) of family may visit the same or different places - While availing the concession to visit "any place in India", the Government servant and/or member(s) of his family may visit the same place or different places of their choice.

3. Concession for one way journey - The concession is admissible to the members of a Government servant's family with reference to the facts existing at the time of forward and return journeys independently. The following types of cases are given by way of illustrations :-

I. Entitled to reimbursement in respect of the OUTWARD journey only —

(i) The dependent son/daughter getting employment or getting married after going to hometown or remaining there for prosecution of studies.

(ii) The family having performed the journey to hometown have no intention of completing the return journey from hometown, provided the Government servant forgoes in writing the concession in respect of the return journey if performed by the family members at a subsequent date.

II. Entitled to reimbursement in respect of the RETURN Journey only —

(i) A newly married husband/wife coming from hometown to headquarters station or a husband/wife who has been living long at hometown and did not avail of the leave travel concession in respect of the outward journey.

(ii) A dependent son/daughter returning with parents or coming alone from hometown where he/she has been prosecuting studies or living with grandparents, etc.

(iii) A child who was previously below three years of age but has completed three at the time of the return journey.

(iv) A child legally adopted by a Government servant while staying in the hometown.

NOTE:- A child who was below twelve at the time of the outward journey but has completed twelve at the time of the return journey will be entitled to half fare for the outward journey and full fare for the return journey.

4. <u>Both husband and wife are Government servants</u> - In the cases of husband and wife who are both Government servants, he or she can avail of the travel concession as family member of the other Government servant. This condition applies only when the wife or husband is residing with the Government servant - <u>vide</u> definition S.R. 2(8). If for, any reason, they are residing separately, they can claim the concession independently as two separate Government servants according to his or her own entitlement.

V - <u>HOMETOWN</u>

1. <u>Criterion for determining hometown</u> - (a) Initial declaration - It is not necessary to have an elaborate check on the declaration of hometown by an employee. The declaration made by the Government servant initially may be accepted.

(b) Change of 'Hometown' declaration - A detailed check may be applied when he seeks a change. For the detailed check, the following criteria may be applied :

(a) Whether the place declared by the Government servant is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the Government servant had been visiting that place frequently.

(b) Whether the Government servant owns residential property in that place or whether he is a member of a joint family having such property there.

(c) Whether his near relations are permanently residing in that place.

(d) Whether prior to his entry into Government service, the Government servant had been living there for some years.

The criteria, one after the other, need be applied only in cases where the immediately preceding criterion is not satisfied.

Where property is owned in more than one place, the Government servant may choose any one place, giving reasons for the choice, but the decision of the Controlling Officer whether or not to accept such a place as the hometown of the Government servant shall be final.

Where the presence of near relation at a particular place is to be the determining criterion for the acceptance of the declaration of 'hometown' the presence of near relations should be a more or less permanent nature.

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2. **When the husband and wife are both Central Government Servants** - Where the husband and wife are Central Government servants, the couple should be treated as a single family unit and should declare only one place to be their hometown which should be the same place for both of them. In making the declaration, it is open to them to choose the hometown of the parents of the husband, or the hometown of the parents of the wife, or an entirely different place, to be their hometown, as may fit in with their traditions and personal needs. But having once declared a place to be their hometown that place should be treated as their joint hometown for all times.

NOTE:- Please also see item 6 under Section IV, in respect of cases where husband/wife is not residing with the Government servant.

3. When declaration necessary - An indication of the hometown is necessary only by those officials where service records do not already contain this information.

4. Instructions regarding hometown declaration - The declaration is to be made to the authority who had been declared to be the Controlling Officer in respect of the Government servant for Travelling Allowance claims, before the expiry of six months from the date of entry into service. No particular form of declaration has been prescribed.

An officer who is his own Controlling Officer for purpose of T.A. should make the initial or any subsequent declaration of his hometown to his next superior administrative authority for acceptance and not to the Accounts Officer direct. The Comptroller and Auditor General and Secretaries to Government will, however, communicate their declarations direct to their Accounts Officer concerned.

The initial declaration may be accepted without any elaborate check.

The declaration shall be kept on the service book.

The declaration of hometown once made shall ordinarily be treated as final. In exceptional circumstances the Head of the Department, or if the Government servant himself is the Head of the Department, the Administrative Ministry may authorise a change in such declaration provided that such a change shall not be made more than once during the service of a Government servant.

VI - ANY PLACE IN INDIA

1. Scope - 'Any Place in India' will cover any place within the territory of India whether it is on the mainland, India or overseas. If there are any local restrictions on visit

to places in border areas it is the responsibility of the official undertaking the visit to fulfil the conditions for visit to the place which is subject to local restrictions.

"Any place in India" includes the Government servant's hometown also.

2. Intended place of visit to be declared in advance - When the concession to visit any place in India is proposed to be availed of by the Government servant and/or member(s) of his family, the intended place of visit should be declared by the Government servant in advance to his controlling Authority.

3. Declared place of visit must be visited - The Government servant and/or member(s) of his family, as the case may be, must visit the declared place to become eligible for making the L.T.C. claim. The journey may be performed by any route to the declared place of visit but the claim will be regulated with reference to the shortest direct route on a through ticket basis between the headquarters and the declared place of visit.

4. Change of the declared place of visit - The declared place of visit can be changed before the commencement of the journey, with the approval of the Controlling Authority. It cannot be changed after the commencement of the journey.

5. Exception - If, however, it is established that the request for change cannot be made before the commencement of the journey owing to conditions beyond the control of the Government servant, this condition may be released by the Administrative Ministry/Department or by the Head of Department, as the case may be, and the claim allowed.

If the Government servant while proceeding under 4 years Leave Travel Concession to a declared destination had to stop at a particular station enroute and hence could not visit the declared station due to circumstances beyond his control, his claim may be admitted provided that such intermediary station is enroute to his declared destination.

6. Travel to different places - The Government servant and/or member(s) of his family may visit either the same place or different places of their choice. It is not necessary that all of them should visit the same place.

VII - TWO YEAR AND FOUR YEAR BLOCKS

1. How to reckon the first block on entry into service- A Government servant who is recruited at any time during 1976 or earlier will be entitled for the concession during the block 1976 and 1977; but a Government servant who is appointed during the year 1977 will forgo the concession during the block 76 and 77, as he would not have completed one year of service before 1st January, 1978. He can avail of the concession once during the block 1978, and 79, and then during the block 1980 and 1981, and so on, The four year blocks commence from 1974. The current block is 1986-89.

2. In the case of "deputationists" - In the case of deputationists serving under the Central Government the blocks will not be on the calendar year basis as above, but will be for periods of two years commencing from the actual dates of their joining under the Centre.

3. Grace time for availing Concession - The concession admissible for a particular block of two years, which is not availed of during the block, may be availed of in the first year of the next block by the Government servant and his family independently of each other. According to this relaxation, there is the possibility of a Government servant availing of the concession twice during the same calendar year. Thus a Government servant may avail of the concession twice in 1988 once for the block 1986-87 and the other in respect of 1988-89. The concession due for the 1986-87 block must, however, be availed of before 31st December, 1988, the grace time period. If this is not done, the Government servant's title to concession for that block should be treated as having lapsed. The blocks will, however, remain unchanged.

The concession to travel to any place in India once in a block of 4 years can also be likewise over to the first year of the next block of 4 years.

However, a Government servant can carry forward the concession to travel to anywhere in India to the first year of the next block, only if he is entitled to a carried forward leave travel concession to hometown for that year.

4. Return journey in next year - In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.

For example, for the block ending with 1987, it is enough if the outward journey is commenced on the 31st December, 1988.

VIII - CALCULATION OF CLAIM

1. <u>By shortest route</u> - A Government servant or his family, may travel by any route or halt anywhere on the way to or from the hometown, but the Government's assistance shall be limited to their share of the fare by the shortest route calculated on a through ticket basis. Where the shortest route is disrupted due to accidents or other causes, the power to ~~disrupted due~~ grant re-imbursement by the actual route travelled may be exercised by the Controlling Authority.

Journeys from a station other than the duty station. The Government servant will be entitled to the concession from the place of residence to the place visited/hometown but restricted to the entitlement from his duty station to the place visited/hometown by the shortest direct route.

2. <u>To home/declared destination and back</u> - In every case the journey should be to the home/declared destination and back, but it need not necessarily commence from or end at the headquarters of the Government servant either in his own case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled, limited to the amount that would have been admissible had the journey been performed between the headquarters and the 'home' of the Government servant or declared destination.

3. <u>Between places connected by rail</u> -

(i) Journey by longer route in two stages in two different classes - When the journey is performed by a longer route which is not the cheapest in two different classes, e.g. partly by I Class to which he is entitled and partly by II Class, the entitled class rate will be admissible for the corresponding proportion of the shortest or cheapest route and the lower class rate for the remaining mileage by such route.

(ii) By road - L.T.C. will be admissible only if the journey is performed by vehicles operated by Tourism Development Corporations in Public Sector, State Transport Corporations and Transport service run by other Government of local bodies or private buses operating as regular transport service from point to point at regular intervals at fixed fare rates with the approval of the Transport Authorities.

The claim will be restricted to the actual expenses limited to the railway fare by the authorised class of accommodation.

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VIII -

4. Class of accommodation - The entitled class of accommodation for travel by rail is as below :

Basic Pay Range	Rajdhani Express	Other Trains
Rs.2800 and above	II A.C. 2 tier sleeper	II A.C. 2 tier sleeper/I Class
Rs.1400-Rs.2799	A.C. Chair Car	A.C. Chair Car/ I Class
Rs.1400 and Below	Not entitled	II Class (Sleeper)

5. Between places not connected by rail -

(i) By road - Where a public transport system with vehicles running between fixed points, at regular intervals and charging fixed fare rates exists, the assistance will be the fare actually charged by such a system for the appropriate class of accommodation of the transport system.

The appropriate class means :

(a) Basic Pay Rs.1400 and above	By any type of bus except airconditioned bus.
(b) Basic Pay below Rs.1400/- p.m.	By ordinary bus only. May travel by express bus in case of non-availability of seat in ordinary bus.

(ii) By air - The Government servant may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive. In such cases, Government will bear the cost as in the case of rail journeys.

6. Animal transport like pony, etc. - Between places not connected by any other means of transport, a Government servant can avail animal transport like pony, camel, elephant, etc. In such cases mileage allowance will be admissible at the rate admissible for journeys on transfer.

IX - CLASS OF ACCOMMODATION

1. Grade decided by status on the date of journey - Suppose Mr. X, a Government servant of the third grade, sends his family to the hometown in May, and gets an increment in June, raising his pay to Rs.1400. He proceeds to his hometown in July and returns with his family in August. His family will be entitled to travel by Second Class in the forward journeys and by

First Class in the return journey. The Government servant will be entitled to travel by First Class both ways. Here note that the position is somewhat different under T.A.Rules. For the purpose of transfer T.A. the grade is decided by his status on the date of his transfer irrespective of the actual date of the journey. For the purpose of travel concession during leave, the grade is decided by status on the date of the journey itself.

2. Travel by higher class - If he travels in a higher class, than that to which he is entitled, Government's assistance will be restricted to the fare of the appropriate class.

3. Travel by lower class - If he travels by lower class, the assistance will be based on the lower class fare actually paid.

4. Different classes in the same journey - A Government servant may travel in a lower or higher class, but Government's assistance would be limited to the fare of the accommodation of the entitled class and/or the lower class, to the extent actually used.

5. When husband and wife are both Government servants - The concession will be admissible to the family on the scale admissible to the husband or the wife, and not both.

Illustration : Mr. X is a clerk on pay Rs.990 in a post office, and his wife Y is a stenographer in the Central Secretariat drawing pay Rs.1440. Mr. X is entitled to travel by First Class when availing this concession. Similarly, his children can also travel by First Class. Note the difference under the T.A. Rules. If Mr. X performs a journey on tour(on transfer) he (and his children) can travel only in Second Class appropriate to his grade. His entitled class of accommodation will have nothing to do with the status of his wife.

6. Special supplementary charges levied by the Railways from those travelling by Super Fast Express trains in reserved accommodation, is also reimburseable under the L.T.C. in the same way as the amount of rail fares.

7. Reservation Charges - The extra cost incurred for the Reservation Charges will be borne by Government.

8. Telegram charges not reimbursable - Reimbursement of telegram charges paid to Railway authorities for reservation of berth on train in case of journeys on Leave Travel Concession is not reimburseable.

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X - FOREFEITURE OF CLAIM

Where no advance is drawn by the Government servant, the right of a Government servant for reimbursement of Leave Travel Concession claim stands forefeited or deemed to have been relinquished, if the claim for it is not preferred within three months of the date of completion of the return journey. If advance is drawn, the final bill should be preferred within one month of the completion of return journey. If that is not done, the entire advance should be recovered in lump sum after which it will be taken as if no advance had been drawn and the claim preferred within three months of completion of the return journey.

XI - GRANT OF ADVANCES

1. Advances are granted to Government servants to enable them to avail themselves of the concession. The amount of such advance in each case will be limited to 90% of the estimated amount which Government would have to reimburse in respect of the cost of the journey both ways.

2. If the family travels separately from the Government servant, the advance may also be drawn separately to the extent admissible.

3. The advance may be drawn both for the forward and return journeys at the time of commencement of the forward journey, provided the period of leave taken by the Government servant or the period of anticipated absence of the members of the family does not exceed three months or 90 days. If this limit is exceeded, then the advance may be drawn for the outward journey only.

4. If the limit of 3 months or 90 days is exceeded after the advance had already been drawn for both the journeys, one half of the advance should be refunded to Government forthwith.

5. Advances to temporary Government servants are sanctioned subject to production of surety of a permanent Government servant.

6. Advances are sanctioned by the Head of Office.

7. Normally, the advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance. In case of journeys by rail, advance can be drawn sixty days before the proposed date of the outward journey. In all cases, the Government servant should produce railway or bus tickets within ten days of drawal of the advance.

XII - WHAT THE GOVERNMENT SERVANT SHOULD DO

1. He should ensure that his hometown is correctly indicated in his service records. Otherwise he should take action to have his hometown entered therein.

2. Whenever he intends to avail of the concession under this scheme, he should inform the Controlling Officer before commencement of the journeys.

3. When he intends to avail of the concession to visit "anywhere in India" by himself or by any member(s) of his family, he should declare the intended place of visit to the Controlling Officer. The official and/or member(s) of the family must visit that place to become eligible for reimbursement of the claim.

4. If there is any change in the intended place of visit, he should intimate the same to the Controlling Officer before the commencement of the journey.

5. He should produce evidence of his having actually performed the journey, for example, serial numbers of railway tickets, etc.

6. If he takes an advance under this scheme he should ensure that the outward journey is commenced within 30 days from the dates of grant of the advance, or refund the full advance. In case of journeys by rail, advance can be drawn sixty days before the proposed date of outward journey. In all cases, railway/bus tickets should be produced within ten days of drawal of the advance.

7. He should see that half the advance is refunded if the period of absence exceeds 90 days.

8. He should prefer the bills adjusting the advance taken within one month from the completion of the return journey. In all cases, the claim will stand forefeited or deemed to have been relinquished if the same is not preferred within three months of the return journey.

XII - CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT.

1. I have not submitted any other claim so far for Leave Travel Concession in respect of myself or my family members in respect of the block of the years 19...... and 19.......

2. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my family with ....children. This claim is in respect of the journey performed by my wife/myself with .... children none of whom travelled with the party on the earlier occasion.

3. I have not already drawn T.A. for the Leave Travel Concession in respect of journey performed by me/my wife with .... children/........... children in respect of the block of two years 19....... and 19.... This claim is in respect of the journey performed by my wife/ myself with ....children/.......... children none of whom availed of the concession relating to that block.

4. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year, 19....... in respect of block of two years 19....... and 19.......... This claim is in respect of the journey performed by me in the year 19...... This is against the concession admissible once every year as all the members of my family are living away from my place of work.

5. The journey has been performed by me/my wife with ...... children/.........children to the declared hometown, viz. ....

6. That my husband/wife is not employed in Government Service - That my husband/wife is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family member for the concerned block of two years.

7. Certified that my wife/husband for whom L.T.C. is claimed by me is employed in .... (Name of the Public Sector Undertaking/Corporation/Autonomous Body, etc.) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.

8. Certified that my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/ Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides L.T.C. facilities to its employees and their families.

Signature of the Government Servant.

NOTE:- The various orders quoted hereinabove, are the orders issued by the Government of India, from time to time.

H-334(1200-8-88)-10a.

परिशिष्ट "अ"

रजा प्रवास सवलत उपभोगण्यासाठी परवानगी मिळण्याबाबतचा अर्ज

१] अधिका-याचे नाव :

२] पदनाम :

३] वरील पद ज्या ठिकाणी धारण करीत असतील त्या कार्यालयाचे नाव :

४] भारतीय प्रशासन सेवेत रुजू होण्याचा दिनांक :

५] सध्याचे मूळ वेतन :

६] घोषित केलेल्या स्वग्रामाचे नाव :

७] सेवापुस्तकातील नोंदीप्रमाणे / अधिका-याने घोषित केल्याप्रमाणे स्वग्राम आहे काय :

८] रजेतील प्रवास सवलत
अ) स्वग्रामी जाण्यास उपभोगावयाची आहे की, :
ब) भारतात कुठेही जाण्याकरीता त्या ठिकाणाचे नाव

९] वरील रजा प्रवास सवलत कोणत्या गट वर्षाकरीता उपभोगावयाची आहे ते गट वर्ष तसेच ही सवलत मुदतवाढीत उपभोगण्यात येत आहे का ? :

१०] स्वग्रामी जाण्यास व भारतात कुठेही जाण्यास याआधी उपभोगलेल्या रजेतील प्रवास सवलतीचे गट वर्ष. तसेच मुदतवाढीत उपभोगलेल्या रजेतील प्रवास सवलतीचे गट वर्ष. तसेच मुदतवाढीत सवलत उपभोगण्यात आली होती का ? :

११] वर अनुक्रमांक ८ मध्ये नमूद केलेली सवलत अनुक्रमांक ९ मध्ये नमूद केलेल्या गट वर्षाकरिता कुटुंबातील व्यक्तीने यापूर्वी उपभोगलेली आहे का ? असल्यास, त्यांची नावे व वय, नाते व रजा प्रवास सवलतीचा कालावधी (दि. ते दि.) :

१२] वरील सवलत अधिका-याला त्यांच्या कुटुंबातील कोणकोणत्या व्यक्तींना उपभोगावयाची आहे त्या सर्वांची नावे, नाते व वय :

१३] रजेचे स्वरुप व कालावधी :

१४] प्रवासाकरिता अनुज्ञेय वर्ग :

१५] नजिकच्या मार्गाने प्रवास खर्चाचे देयक सादर करण्यात येणार आहे का ? :

१६] वरील अनुक्रमांक १२ मध्ये नमूद केलेला कुटुंबातील प्रत्येक सदस्य आपल्यावर पूर्णपणे अवलंबून आहे काय ? :
[केंद्र शासनाच्या दि.२८.७.९८ च्या आदेशानुसार कुटुंबातील प्रत्येक सदस्याचे सर्व मार्गांनी कमिळणारे उत्पन्न (या रकमेमध्ये निवृत्ती वेतन व निवृत्तीवेतनातील तात्पुरती वाढ यांचा समावेश होतो. तथापि निवृत्ती वेतनावरील मागाई वाढीचा (**Dearness Relief**) समावेश होत नाही) दरमहा रु.१,५००/- पेक्षा कमी असल्यास, तो सदस्य पूर्णपणे अवलंबित (**dependent**) असल्याचे समजण्यात येते]

(अधिकाऱ्याचे नाव, पदनाम व दिनांकित सही)